Book	Policy Manual
Section	5000 - Students
Title	Colchester Public Schools Safe School Climate Plan
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COLCHESTER PUBLIC SCHOOLS SAFE SCHOOL CLIMATE PLAN

Component	Actions	Person(s) Responsible	Timeline
Bullying Prevention and Intervention Policy	Implement and enforce Bullying Prevention and Intervention Policy	Assistant Superintendent of Schools School Administrators	Ongoing

Component	Actions	Person(s) Responsible	Timeline
Notification Requirements	• Notify students and parents/guardians/caregivers of the process by which students may make reports of bullying • Notify students and parents/guardians of the process by which students may make anonymous reports of bullying • The principal of a school, or the principal's designee, to notify the appropriate local law enforcement agency when such principal, or the principal's designee, believes that any acts of bullying constitute criminal conduct • The principal of a school, or the principal's designee, to notify the Director of Pupil Services when such principal, or the principal's designee, believes that an acts of bullying are acts of discrimination or harassment • The Board shall make its Safe School Climate Plan available on the Board's and each individual school in the school district's web site and ensure that the Safe School Climate Plan is included in the school district's publication of the rules, procedures and standards of conduct for schools and in all student handbooks.	District Safe School Climate Coordinator District and School Safe School Climate Coordinator District Safe School Climate Coordinator, Specialists, and School Administrators School Administrators School Administrators Superintendent of Schools	Annually Annually Ongoing Ongoing

Component	Actions	Person(s) Responsible	Timeline

Safe School Climate Committee	• Appoint District Safe School Climate Coordinator (See job description)
	• Act as or appoint a Safe School Climate Specialists in each school (see job description)
	• Establish a Safe School Climate Committee including, but not limited to, the following members:
	  ◦ Safe School Climate Specialists
	  ◦ At least one parent/guardian of a student enrolled in the school, as appointed by the school principal
	  ◦ school personnel, including, but not limited to, at least one teacher selected by the exclusive bargaining representative for certified employees
	  ◦ medical and mental health personnel assigned to such school
	  ◦ at least one student enrolled at Bacon Academy who is selected by the students of Bacon Academy in a manner determined by the principal
	• Establish roles, responsibilities and procedures for the Safe School Climate Committee including:
	  ◦ Attend training in the investigation of bullying
	  ◦ Conduct investigations (Climate Specialists only)
	  ◦ Receive copies of completed reports following investigations of bullying
	  ◦ Identify and address patterns of bullying among students in the school
	  ◦ Review and make recommendations to amend school policies relating to bullying
	  ◦ Review and make recommendations to the district safe school climate coordinator regarding the district's safe school climate plan based on issues and experiences specific to the school
	  ◦ Educate students, school employees and parents and guardians of students on issues relating to bullying
	  ◦ Collaborate with the district safe school climate coordinator in the collection of data regarding bullying, in accordance with the law
	  ◦ Perform any other duties as determined by the school principal that are related to the prevention, identification and response to school bullying for the school
	  ◦ Parent/guardian or student members of the Committee shall not participate in any activities which may compromise the confidentiality of any student
		Superintendent of Schools, or designee
		Principals
		
		Principals
		
		District Safe School Climate Coordinator and Safe School Climate Specialists
			Annually
			
			Annually
			
			Annually
			
			Ongoing

Component	Actions	Person(s) Responsible	Timeline
Prevention and Intervention Strategy	• Identify effective evidence-based prevention and intervention strategies. Strategies may include, but are not limited to the following: ◦ Implement a positive behavioral interventions and supports process or another evidence-based curriculum for safe school climate or for the prevention of bullying ◦ Make students aware of school rules prohibiting bullying, harassment and intimidation and establish appropriate consequences for those who engage in such acts ◦ Provide adult supervision of outdoor areas, hallways, the lunchroom, the bus, at school sponsored events, on school-owned devices and other specific areas where bullying is likely to occur ◦ Inclusion of grade-appropriate bullying education and prevention curricula in kindergarten through high school ◦ Develop individual interventions with the bully, parents and school employees, and interventions with the bullied child, parents and school employees ◦ Plan and initiate school-wide training related to a positive school climate, to include relevant training in Title IX/Sexual Harassment, Section 504/ADA, and diversity, equity and inclusion ◦ Student peer training, education and support, including advocacy for victims ◦ Direct the development of student safety support plans for students against whom an act of bullying was directed that address safety measures the school will take to protect such students against further acts of bullying ◦ Training in prevention, identification and response to teen dating violence and bullying • Implement the evidence-based prevention and intervention strategies identified	Assistant Superintendent of Schools, Safe School Climate Coordinator and Safe School Climate Specialists Identified teachers School Administrators and Teachers School Administrators and School Employees Assistant Superintendent of Schools, Identified Teachers Assistant Superintendent of Schools, Safe School Climate Specialists Diversity, Equity, and Inclusion committee members, and School Administrators Identified School Employees	Ongoing Ongoing Ongoing Ongoing Ongoing Ongoing Annually Ongoing

Component	Actions	Person(s) Responsible	Timeline
Assessment of School Climate	• Complete an assessment using the school climate assessment instruments including survey and focus groups • Review and analyze data obtained from climate surveys/ make necessary modifications to the district plan • Meet with Safe School Climate Specialists at least twice during each school year to discuss issues related to school climate/bullying	Safe School Climate Committee Safe School Climate Committee District Safe School Climate Coordinator	Biennially Ongoing Two times per school year
Training	• Require that all school employees annually complete the training described in Conn. Gen. Stat. §§10-220a or 10-222j related to the identification, prevention and response to bullying • Provide a prevention and intervention strategy for school employees to deal with bullying and teen dating violence • Provide annual notice to students and parents/guardians/caregivers of the process by which bullying reports are made • Provide all school employees with written or electronic copy of school district's safe school climate plan • Provide on the Board's website training materials to school administrators regarding the prevention of and intervention in discrimination against and targeted harassment of students based on such students' (1) actual or perceived differentiating characteristics, such as race, color, religion, ancestry, national origin, gender, sexual orientation, gender identity or expression, socioeconomic status, academic status, physical appearance or mental, physical, developmental or sensory disability, or (2) association with individuals or groups who have or are perceived to have one or more of such characteristics • Train Safe School Climate Specialists in the investigation procedures	Assistant Superintendent of Schools and School Principal Assistant Superintendent of Schools and School Principal School Climate Specialists School Principal Assistant Superintendent of Schools Assistant Superintendent of Schools, and District Safe School Climate Coordinator	Annually Annually Annually at beginning of school year Annually at beginning of school year Ongoing Annually

Component	Actions	Person(s) Responsible	Timeline
Reporting Procedures	• Orally notify the Safe School Climate Specialist after being witness to acts of bullying or receiving reports of bullying • File a written report with the Safe School Climate Specialist after being witness to acts of bullying or receiving reports of bullying • Any student who believes s/he has been the victim of bullying/cyberbullying or who has witnessed bullying behavior should report the matter to any school employee, either in writing or anonymously • Parent(s)/guardian(s)/caregiver(s) may file written reports of Suspected bullying/cyberbullying. • Report acts of bullying that may constitute a criminal offense to appropriate law enforcement • Establish a procedure for each school to document and maintain records relating to reports and investigations of bullying in such school and to maintain a list of the number of verified acts of bullying in such school and make such list available for public inspection, and annually report such number to the Department of Education and in such manner as prescribed by the Commissioner of Education	All school employees All school employees All Students All Parents/Guardians/Caregivers School administrator School Principal and School Climate Specialist	Not later than one school day witnessing/receiving report Not later than two school days of oral notification Ongoing Ongoing
Investigation	• Investigate all reports of bullying and ensure that such investigation is completed promptly after receipt of any written reports • Review any anonymous reports, except that no disciplinary action shall be taken solely on the basis of an anonymous report • Determine whether the alleged conduct occurred & whether such conduct constitutes bullying as defined in the district policy • Investigate bullying incidents that raise concerns about discrimination or harassment on basis of legally protected classifications • Notify and send a Notice of Investigation to all parents/caregivers of victim and alleged bullies that an investigation of an alleged act/acts of bullying has commenced (record date/time).	Safe School Climate Specialists, or trained designee Safe School Climate Specialists Safe School Climate Specialists Safe School Climate Specialists refer investigations to Director of Pupil Services Safe School Climate Specialists	Promptly Promptly Upon completion of investigation As indicated Promptly

Component	Actions	Person(s) Responsible	Timeline
Response to Verified Acts of Bullying	• Take prompt corrective action that is reasonably calculated to stop the bullying and prevent any recurrence of such behavior, if it is determined that bullying has occurred • Notify in writing, using the Letter to Parents, not later than forty-eight hours after the completion of the investigation, and invite to a meeting, the parents or guardians of student(s) who committed verified acts of bullying to discuss interventions to prevent further acts of bullying. Also, notify parents or guardians verbally or by electronic mail, if such parents' or guardians' electronic mail addresses are known, that such parents or guardians may refer to the plain language explanation of the rights and remedies available under Conn. Gen. Stat. Sections 10-4a and 10-4b once such explanation has been provided to the Board by the Connecticut Social and Emotional Learning and School Climate Advisory Collaborative and published on the Internet website of Colchester Public Schools. • Notify in writing, using the Letter to Parents, not later than forty-eight hours after the completion of the investigation, and invite to a meeting, the parents or guardians of a student against whom such an act was directed to communicate the measures being taken by the school to ensure the safety of the student against whom such act was directed and policies and procedures in place to prevent further acts of bullying. Also, notify parents or guardians verbally or by electronic mail, if such parents' or guardians' electronic mail addresses are known, that such parents or guardians may refer to the plain language explanation of the rights and remedies available under Conn. Gen. Stat. Sections 10-4a and 10-4b once such explanation has been provided to the Board by the Connecticut Social and Emotional Learning and School Climate Advisory Collaborative and published on the Internet website of Colchester Public Schools. • Create a support plan for the victim including safety and protective measures; communicate the plan to the involved student, his/her parents, and appropriate staff. If there are repeated verified acts of bullying against a single individual student, develop case-by-case interventions that may include counseling • Develop case-by-case interventions to address repeated incidents of bullying against a single individual or recurrently perpetrated bullying incidents by the same individual that may include both counseling and discipline.	Safe School Climate Specialists/School Administrators Safe School Climate Specialists/School Administrators Safe School Climate Specialists/School Administrators Safe School Climate Specialists/School Administrators Safe School Climate Specialists/School Administrators	Upon determination that bullying has occurred Not later than 48 hours after the completion of the investigation and upon determination that bullying has occurred Not later than 48 hours after the completion of the investigation and upon determination that bullying has occurred Upon determination that bullying has occurred Upon determination that bullying has occurred

Component	Actions	Person(s) Responsible	Timeline

Documentation and Record Keeping	• Establish a procedure for each school to:
	  ◦ Document and maintain records relating to reports and investigations of bullying in the school.
	  ◦ Maintain a list of the number of verified acts of bullying in the school and make such list available for public inspection. This public list must not contain any personally identifiable information about any student or information that might reasonably lead to the identification of any student.
	• Report the number of verified acts of bullying in the district's schools to the Department of Education in such manner as prescribed by the Commissioner of Education
		District Safe School Climate Coordinator
		
		District Safe School Climate Coordinator
			July 1, 2021
			
			Annually based on timeline established by CSDE